

REAC UPCS Inspector/Inspector Candidate
Personal Identity Verification (PIV) Processing
Frequently Asked Questions

(FAQs)

1. When will I receive my Contractor Request for Security Approval Packet?
 - **Inspectors will be contacted directly regarding beginning the PIV process.**
 - **Do not submit any PIV related documents to IA until they have been requested.**
 - **If you have not yet been contacted, do not be alarmed. Everyone will be contacted to begin the PIV process.**

2. How will Contractor Security Packet be delivered?
 - **Inspectors will receive an email from IAInspectorPIV@hud.gov.**

3. How do I submit my PIV documents?
 - **PIV documents must be submitted by email to IAInspectorPIV@hud.gov in .pdf format.**

4. Am I required to submit PIV documentation if I have already completed a background check with another agency such as FEMA?
 - **Yes, your information will still need to be submitted and verified by HUD.**

5. Do I complete the Sponsor's Information on the PIV & Pre-Security Form?
 - **No. The Sponsor's Information will be completed by Inspector Administration after your packet is received.**

6. The HUD Rules of Behavior form states that it applies to all HUD employees and contractors hired on or after October 1, 2011. Does it apply to UPCS inspectors certified prior to October 1, 2011?
 - **Yes. UPCS inspectors certified prior to October 1, 2011, are required to submit a signed HUD Rules of Behavior form.**

7. Do I have to complete the HUD Information Technology Security Awareness and Privacy Act training as mentioned in the HUD Rules of Behavior?
 - **No. UPCS Inspectors can disregard this requirement.**

8. When making my enrollment appointment, who do I identify as my sponsoring agency?
 - **The Department of Housing and Urban Development**

9. How do I schedule my appointment for fingerprinting?
- **Inspectors will receive instructions for scheduling an ENROLLMENT APPOINTMENT ONLY thru the GSA USAccess database. The instructions will provide available locations for USAccess Centers.**
 - **When scheduling the appointment Center Type should be Enrollment/Activation.**
 - **You cannot schedule an appointment at a center designated as Activation Only.**
 - **The center you select must be a SHARED Center.**
10. Will I receive a PIV card upon completion of my enrollment appointment?
- **Inspectors will not receive a PIV card from the Enrollment Center.**
 - **You are required to take a photo during the enrollment appointment for identification in the USAccess system.**
 - **You do not need to return to for pick-up.**
11. When will I receive an ID badge?
- **Inspector ID badges will be issued by Inspector Administration upon completion of the PIV process.**
 - **Inspectors will be required to submit an updated photo to Inspector Administration to be used for the new ID badge.**
12. Can I use my current inspector ID badge as a form of ID during my enrollment appointment?
- **No. You must bring 2 government issued forms of identification to your enrollment appointment.**
13. If I cannot complete my enrollment appointment by the stated deadline what do I do?
- **Send email notification to IA InspectorPIV@hud.gov.**
14. Am I required to complete e-QIP as a part of the PIV process?
- **Yes. All inspectors must complete an e-QIP questionnaire and submit certified signature pages.**
 - **Inspectors who do not submit the certified documents within the allowed timeframe will be reinitiated and have to recomplete the e-QIP process.**
15. What if I do not complete the PIV process?
- **If you do not complete the entire PIV process your inspector ID will be deactivated in the system and you will not be allowed to continue participation in the UPCS Inspection Program.**
16. What happens if I am not cleared by the HUD Personnel Security Division as a result of the PIV process?

- **In accordance with Inspector Notice No. 2014-02, anyone determined to be unsuitable as a result of the PIV process will not be allowed to continue participation in the UPCS Inspection Program.**